

PROVOST MARSHAL INFORMATION

1. Installation Vehicle Registration:

a. Installation motor vehicle registration is mandatory.

b. As required by AR 190-5 (OPNNAV 11200.5C/AFR 125-14), prerequisites for installation vehicle registration are:

(1) Possession of a valid State, overseas command, host nation or international driver's license. NOTE: The service member's USAREUR, host nation, or international driver's license is valid in both Pennsylvania and Carlisle Barracks for only 45 days after return to CONUS and must be replaced by a state driver's license.

(2) Possession of a certificate of state registration.  
NOTE: USAREUR license plates expire 45 days after the owner arrives in CONUS. A vehicle may be temporarily registered on the installation with USAREUR plates; however, 45 days later the registrant must show proof of state registration.

(3) Proof of minimum liability insurance coverage in the State of Pennsylvania. NOTE: Proof of insurance must be carried in the vehicle at all times and exhibited on demand or accident. Most insurance companies issue a special card for this purpose, but a copy of the policy is also acceptable.

(4) Satisfactory completion of a vehicle safety inspection by the state in which the vehicle is registered, if required by that state. Vehicles from states without a safety inspection program are exempt from this requirement. NOTE: One satisfactory inspection is valid for the entire period of the installation registration.

c. The step-by-step process for quickest registration of each vehicle is:

(1) Gather proof of driver's license, vehicle registration, insurance liability and safety inspection (within the previous 12 months) as described above.

(2) Obtain a vehicle registration application for each vehicle from the Provost Marshal station at USAWC inprocessing (or from either the Military Police Desk Sergeant at the MP Station or the vehicle registrar at the vehicle registration and processing building).

(3) Remove all previous military installation decals (except the DD Form 2220, Numbered Decal) and take the vehicle to the vehicle registration and processing building located at the vehicle entry gate area for the installation on Claremont road.

(a) Vehicle Registration is conducted 24 hours daily.

(b) Place the installation decals on the vehicle immediately upon receipt to complete the registration process.

(c) The standard Department of Defense (DOD) decal required by AR 190-5 is issued at Carlisle Barracks. USAWC Class members will receive the DOD decal and other installation specific tabs. Personnel assigned or attending the resident course are required to affix all issue decals in the appropriate manner at the top of the windshield and centered. Motorcycles must have decals placed in the same manner on the left front fork.

## 2. Pennsylvania Commonwealth Vehicle Registration Requirements:

a. The Commonwealth of Pennsylvania requires that your automobile be registered in one of two places if you are on active duty within the state: either your state of legal residence or the state of Pennsylvania. There are no exceptions to this rule. If not in compliance, you are subject to state sanctions for failing to maintain a properly registered vehicle in this state.

(NOTE: If possible, retain or renew your home state vehicle registration before arrival; Pennsylvania registration can be complicated.)

b. The Commonwealth of Pennsylvania, unlike most states, does not operate its Department of Motor Vehicles through a system of local state-run offices. The Pennsylvania Department of Motor Vehicles is centered in Harrisburg, Pennsylvania. The processing of new registrations and the renewal of old registrations is left to state notary publics. Notaries empowered to conduct this registration function are dispersed throughout the state in various locations, i.e., automobile clubs, service stations and car dealerships.

c. To properly register your automobile in the state of Pennsylvania, you must satisfy the following requirements:

(1) Provide the title for the vehicle to the notary performing the service. The title must include all liens and encumbrances. Arrangements may have to be made with the lien holder to obtain the release of title when applicable.

(2) An imprint of the Vehicle Identification Number (VIN) or serial number must be provided or the car being registered must be present for VIN verification. The VIN number of an automobile is usually located on the dash board at the base of the windshield of the vehicle. The VIN number may also be found on the door frames of trucks. A rubbing of the VIN number can usually be obtained by placing plain white paper over the VIN number and rubbing over the top of the number with a pencil.

(3) Insurance cards, insurance company name and policy number must be provided to the servicing official.

(4) The vehicle mileage must also be provided to the servicing official.

(5) If the vehicle is less than six months old, proof of payment of sales tax must be provided. The tax is based upon the prevailing market value. Proof of such values may have to be obtained

from a blue book or a local dealer. The sales tax in Pennsylvania is 6% and any amount not previously paid elsewhere in sales tax must be paid directly to the servicing official.

(6) A registration fee, which varies depending on vehicle and current standards at the time of registration and is higher for trucks than for cars, must be provided to the servicing official. Check with the service agent you choose to use for current fees required. Registration fees for trailers also vary depending on the weight of the trailer.

(7) There is an additional new title fee that must also be provided to the servicing official, if applicable.

(8) A license plate fee and a service fee will also be assessed by the servicing official. It may be wise to shop around. Check your automobile club membership terms; this service might already be included.

(9) A Pennsylvania Form MV-1 for out-of-state registration and a Pennsylvania Form MV-4 for in-state registration must be completed and submitted to the Department of Motor Vehicles in Harrisburg. The servicing official will usually assist you in the preparation of this form.

d. You should take several personal checks with you to the servicing official. One check will generally be prepared for the state and another will be prepared for the servicing official. A permanent plate will be issued to you by servicing official.

e. If your vehicle is owned jointly, the spouse must also participate in the registration process.

f. A list of local registration locations is available during student inprocessing or at the Military Police Station, Building 400.

### 3. Driver's Licensing:

a. Pennsylvania requires drivers to be licensed in state of legal residence or Pennsylvania. (NOTE: If possible, retain or renew your home state license before arrival; Pennsylvania driver licensing can be complicated.)

#### b. Pennsylvania License Requirement Summary:

(1) Initial license for new drivers is probationary for ages 16 to 17.

(2) Drug or alcohol offenses cause postponement of new drivers license eligibility.

(3) Photo driver's license, valid for four years. Expiration date is the last day of driver's birth month.

(4) License application forms are obtainable from Pennsylvania State Police examination points.

(5) Fee: Original permit, \$29.00. All licenses are photographic. Four year renewals for under 65, \$24.00. Two year renewals for over 65, \$12.00. Duplicate photo license \$7.00. NOTE: Fees may have changed since publication of this document.

(6) Motorcycle fees: Permit \$7, four year renewals for under 65, \$30.00; Two year renewals for over 65, \$16.00. Duplicate \$9.00. NOTE: Fees may have changed since publication of this document.

(7) Oral exam, driving and eye test, physical examination, and proof of birth date is required to obtain the original license. Driving test and physical examination may be waived for new residents with valid out-of-state driver's license. (NOTE: This does not include USAREUR licenses.)

(8) Regular driver's license renewal includes renewal by mail.

(9) Minimum age is 18, a junior permit can be issued at age 16 with consent of the parent.

(10) Learner's permit operator is required (minimum age 16) to be accompanied by a licensed operator 18 years or older who is licensed in the same or equivalent class as the learner.

(11) Nonresident's license honored on reciprocal basis. Driver's license must be obtained within 60 days if residence is established.

(12) Nonresident military personnel may use home state driver's license regardless of state in which vehicle is registered.

(13) Military personnel with valid Pennsylvania license on induction into service may use license without renewal while in active service outside of Pennsylvania. Same privilege extended to spouse and dependent children of military personnel absent from the state. License valid until 45 days after discharge or for 45 days if still in active service and transferred into Pennsylvania from another state/country.

#### 4. Special Notes for USAREUR-Assigned Officers:

##### a. USAREUR Driver's License:

(1) The service member's USAREUR driver's license is valid for only 45 days after arrival in Pennsylvania.

(2) Family member USAREUR driver's licenses are not valid at all by state law. (The penalty for driving with an invalid license is \$100.00.)

(3) Personnel in USAREUR (or other overseas areas) should:

(a) Maintain a current home state driver's license by mail, renewal, or

(b) Obtain a home state driver's license while enroute to Pennsylvania, or

(c) Be prepared to undergo the entire Pennsylvania testing process for first-time licensees (oral exam, driving test, eye exam, physical examination by a medical doctor and presentation of birth certificate). Physical exam and driving test are required (non-waiverable) unless a valid, current state license is surrendered.

b. USAREUR Vehicle Registration:

(1) USAREUR (and Armed Forces Italy, etc.) registrations expire 45 days after arrival of the owner in CONUS (not arrival of the vehicle).

(2) After 45 days, the vehicle must be registered in the home state, registered in Pennsylvania, or parked until registered.

(3) When registered in home state or Pennsylvania, USAREUR/AFI license plates must be removed from the vehicle, i.e., may not remain on the front of the vehicle.

(4) USAREUR-assigned personnel are advised to obtain home state registration if possible prior to arrival in Pennsylvania; Pennsylvania registration can be complicated.

5. Bicycle Registration:

a. Bicycles at Carlisle Barracks are registered at the MP Station.

b. Bicycle registration cards will be available at the Provost Marshal station during USAWC inprocessing.

c. Bicycles are extremely vulnerable to theft - if registered and bike locks are used, loss of the bicycle is unlikely.

6. Weapon Registration:

a. Weapons maintained on post must be registered at the MP Station Desk.

b. Privately owned weapon is defined as any firearm to include pistols, revolvers, shotguns, rifles, or BB/pellet guns.

c. Registration application will be available at the Provost Marshal station during USAWC inprocessing. Applications may be completed at inprocessing or returned to the MP Station Desk or vehicle registration office.

7. Pet Registration. Pet registration is mandatory and is conducted by the Veterinary Office, Building 627.

8. Recreational Vehicle Storage: Carlisle Barracks regulations prohibit the parking of boats and trailers at on-post quarters.

9. Traffic Enforcement:

a. Carlisle Barracks is a small, active, and highly residential installation. Traffic volume is high, facility traffic passes through residential areas, and youths make extensive use of streets' with bicycles and skateboards. Consequently, traffic is assertively managed. THE BASIC SPEED LIMIT OF 15 MPH IS ENFORCED BY RADAR. THIS IS TO PROTECT OUR CHILDREN!

b. Parking is extremely limited throughout Carlisle Barracks; therefore, restricted parking spaces (handicapped person, loading/unloading, military vehicle only, 10- or 30-minute time limit and permit) are closely monitored. Parking on grassy or seeded surfaces is strictly prohibited.

c. Temporary handicapped placards are available by submitting a request through the Provost Marshal to the Garrison Commander, USAG. These requests must include an attachment validated by a physician. The primary intentions of the placards are to facilitate those personnel who require closer parking areas due to recent surgery/accident recovery.

d. Traffic and parking violations at Carlisle Barracks are referred to the U.S. Magistrate using DD Form 1805 (Violation Notice).

10. Youth Curfew: Both Carlisle Barracks and the Borough of Carlisle apply a curfew for youths seven days per week. The curfew for youths aged 15 and under is 2200; the curfew for youths aged 16 or 17 is 2300.

11. Soldiers and family member safety and security are the mission of the Carlisle Barracks Military Police. Calls, (717) 245-4115 or 3465, and visits are welcome, we're here to help.